

NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4809; DSN 853-4809
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 07-254T OPENING DATE: 13-Jul-2007 CLOSING DATE: 10-Aug-2007

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

SUPERVISORY CONTRACT SPECIALIST, GS 1102 11, TC80000000, TSgt/E6 - SMSgt/E8 *See Notes

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

SALARY RANGE:

\$52,912.00-\$68,787.00 PA

SUPERVISORY ☒ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☐

LOCATION OF POSITION:

162nd Fighter Wing, Tucson, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of or eligible for membership in the Arizona Air National Guard 162nd FW and must possess the following AFSC: 6C051.

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current and those eligible for membership in the 162nd FW, Tucson, Arizona Air National Guard.** Individual selected will

receive a Permanent Appointment subject to the completion of a one-year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: This position is subject to rotating or night shift work.

NOTE: Applicant must possess or be able to obtain a secret clearance.

NOTE: Achievement of Level II Certification in contracting under the Acquisition Professional Development Program and completion of Defense Acquisition University (DAU) Contingency Contracting Course (CON 234) within 18 months of hire.

NOTE: Transcripts are required with application. Only degrees from an accredited college or university recognized by the Department of Education will be acceptable to meet positive education requirements or to substitute education for experience. A Baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees AND at least 24 semester hours of course work in any combination of the following fields: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. This requirement can be obtained with the degree or in addition to the degree. The education requirements listed above apply to all "new entrant" individuals entering DoD 1102 positions on or after 1 Oct 2000.

NOTE: Applicant must be a TSgt/E6 or above to be considered for this position.

NOTE: This position is being concurrently announced with AGR Announcement 07-254A.

NOTE: This position may be authorized a relocation incentive. Determination will be made at time of hire.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of contracting principles and procedures applicable to pre-award and post-award actions sufficient to award and administer contracts for services, supplies, and construction to the extent of contract authority.
 2. Knowledge of applicable business practices and market conditions sufficient to identify potential contractors and to evaluate bid responsiveness, contractor responsibility and performance.
 3. Knowledge of cost and price procedures and techniques to evaluate bids or offers on the basis of competition, historical costs, reports for auditors or technical specialist.
 4. Knowledge of contract termination procedures sufficient to; review and analyze settlement proposals, technical evaluations, and contractor claims and recommend allowable costs; and negotiate settlements with contractors.
 5. Ability to write reports and correspondence in clear, concise language in appropriate form and style.
 6. Ability to effectively communicate both orally and in writing.
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SPECIALIZED EXPERIENCE: Must have 36 months experience as a contract officer responsible for pre-award and post-award functions for a variety of services, supply, construction and architectural-engineering (A-E) contracts. Experience in establishing project objectives and timeframes, develops acquisition plans, solicitations, price analysis and market trend analysis to determine availability of product or service, provides guidance to technical personnel involved in the development of statements of work, performance of work statements, or technical specifications.

BRIEF JOB DESCRIPTION: This position is located in the ANG Base Contracting Office, which performs a variety of contracting functions for base and tenant activities. Its purpose is to: (a) serve as Chief of the branch, directly supervising personnel engaged in procuring various supplies, services and construction, and (b) contract for a variety of nonrecurring technical and complex acquisitions, which frequently require special handling, revisions and/or other specialized terms through sealed bid and negotiated contracting procedures with some contracts covering more than one year. Serves as a contract officer responsible for pre-award and post-award functions for a variety of services, supply, construction and architectural-engineering (A-E) contracts. Establishes project objectives and timeframes. Develops acquisition plans, solicitations, price analysis and market trend analysis to determine availability of product or service. Provides guidance to technical personnel involved in the development of statements of work, performance of work statements, or technical specifications. Determines appropriate acquisition methods (sealed bid or negotiated procedures) based on nature of contract, urgency of need, estimated cost, availability of sources, competition, and applicable acquisition policies, directives and regulations. Prepares invitations for bid (IFB) for sealed bidding or request for proposals (RFP) for negotiated acquisitions, ensuring that all required terms, conditions, special provisions, items descriptions and regulatory/statutory requirements are included. Develops source list of responsible contractors. Enforces compliance with contractual requirements and monitors contractor progress in relation to an established schedule. Provides administrative coordination and complete contract management. Serves as a centralized clearing point for all matters affecting the contract including changes, invoices, payments, fund obligations and adjustments, claims disputes, terminations, travel allowances, quality and performance. Provides direct technical and administrative supervision over the work of personnel engaged in acquiring a variety of less complex supplies and services primarily through competitive bid procedures.

SELECTING OFFICIAL: Lt Col Karen Bence
